




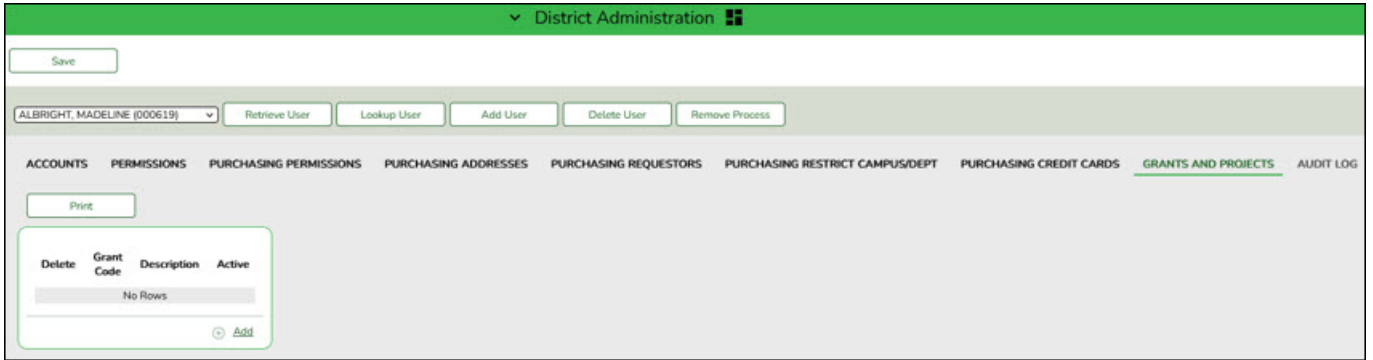
## **grantsandprojects\_body**



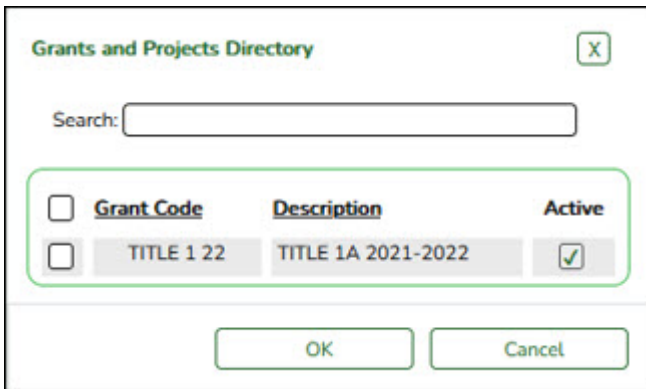
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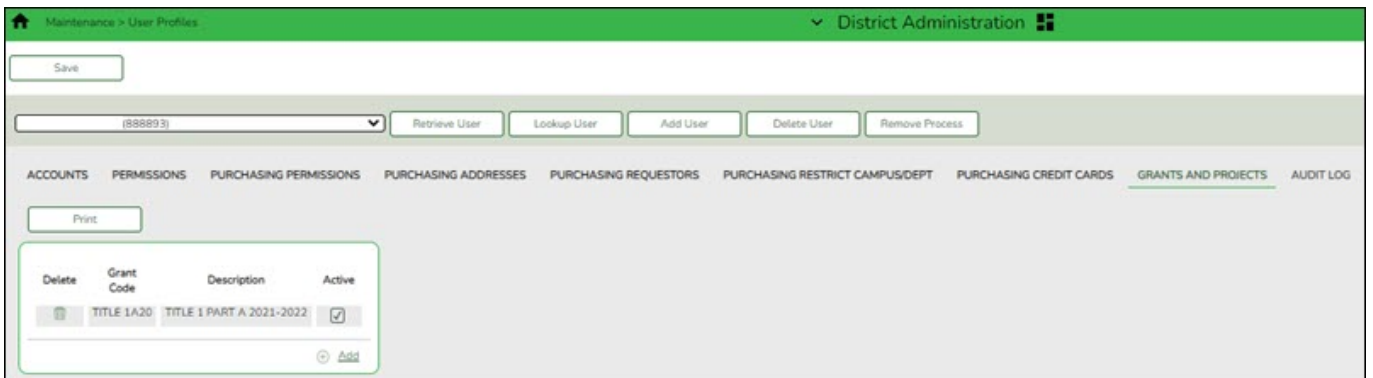
Click  to select an employee and click **Retrieve User**.



Click **+Add** to add a grant code to user. The Grants and Projects Directory is displayed.



- Select one or more grant codes to assign to the selected user. Only active grant codes that exist on the Tables > Grant/Project Profile page in the Grants and Projects application are displayed.
- Type data in the **Search** field to narrow the list of grant codes displayed in the list.
- Click **OK** to continue and return to the Grants and Projects tab.
- Click **Cancel** to return to the Grants and Projects tab without making a selection.



| Field              | Description   |
|--------------------|---|
| <b>Grant Code</b>  | The user-defined grant code is displayed.             |
| <b>Description</b> | The user-defined grant code description is displayed. |
| <b>Active</b>      | Indicates the grant code status.                      |

Click **Save**.



## Back Cover